

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 5/24/2012

Action Requested By:
Fire and Rescue

Agenda Item Type
Resolution

Subject Matter:

Modification to Stanard and Associates, Inc. agreement professional services.

Exact Wording for the Agenda:

Resolution authorizing Modification No. 1. to the Agreement between the City of Huntsville and Stanard & Associates, Inc., for the professional services to develop and administer written and practical examinations for the Driver Engineer position.

Note: If amendment, please state title and number of the original

Item to be considered for: Select...

Unanimous Consent Required: Select...

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost:

Budgeted Item: Select...

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: Michael K. Smith

Date: 5/21/12

RESOLUTION NO. 12- _____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor is hereby authorized to enter into an Agreement, by and between the City of Huntsville, a municipal corporation in the State of Alabama, and Stanard & Associates, Inc., which said Agreement is attached hereto and identified as "Modification No. 1 to an Agreement between the City of Huntsville and Stanard & Associates, Inc., for the professional services to develop and administer written and practical examinations for the Driver-Engineer position" consisting of three (3) pages and the date of May 24, 2012, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, and executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 24th day of May, 2012.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 24th day of May, 2012.

Mayor of the City of Huntsville,
Alabama

Modification No. 1 to the
Agreement Between the City of
Huntsville Stanard & Associates, Inc.
dated April 12, 2012
as adopted by the City Council
of the City of Huntsville by Resolution No. 12-299A

STATE OF ALABAMA)
)
COUNTY OF MADISON)

MODIFICATION No. 1

THIS MODIFICATION TO AN AGREEMENT is entered into on this the 24th
day of May, 2012 by and between the City of Huntsville, Alabama (hereinafter the
"City") and Stanard & Associates, Inc. (hereinafter "Stanard").

WITNESSETH

WHEREAS, the parties previously entered into an agreement for Stanard to
provide an updated practical and written examinations for the City to use in filling the
position of Fire Driver-Engineer; and

WHEREAS, the parties now desire to alter the services and provided by Stanard
and the fees to be paid by the City;

NOW THEREFORE, in consideration of the mutual covenants set forth herein,
the City and the University agree to the following modification to the Agreement:

1. Delete Section 2.0 of the original agreement and replace it in its entirety
with the following:

2.0 Development of Written Examination.

Stanard agrees to provide to the City the following services in the
development of a revised content valid, written job knowledge examination,
commencing on the effective date of this agreement and continuing for a period of
one hundred twenty (120) days thereafter:

Step 1. Stanard shall review job analysis data and prepare
information to present to SMEs to ensure the Driver Engineer job is the same as it
was based on the most recent job analysis.

President of the City Council
of the City of Huntsville, Alabama
Date: May 24, 2012

Step 2. Huntsville FD SMEs will review current exam items and determine if new items need to be written.

Step 3. Stanard will write new test questions if necessary.

Step 4. Stanard will incorporate new items, if necessary, to the test and scoring key (scramble items, etc.).

Step 5. Stanard will update the study guide and test administration guide and incorporate any necessary changes.

Step 6. Stanard will print study guides and exams in sufficient numbers for all the candidates taking the examination.

Step 7. Stanard will respond to candidate challenges.

Step 8. Stanard will score exams and report the results to the City representative designated by the City of Huntsville.

2. Delete Section 3.0 of the original agreement and replace it in its entirety with the following:

3.0 In the event of any legal or administrative challenge to the validity of the procedures or examinations developed and in the event additional consultation (i.e., statistical analyses, attend special meetings, etc.) is needed, the City may elect to have Stanard provide professional services to defend the promotional process and examination developed by Stanard. If these options are exercised at any time by the City, then Stanard shall bill the City at the rate of \$175.00 per hour for Bachelor's and Master's-level staff and \$250.00 per hour for Ph.D. -- level staff.

3. Delete Section 4.0 of the original agreement and replace it in its entirety with the following:

4.0 In consideration of the services rendered hereunder, the City shall pay to Stanard the sum of Nine Hundred Seventy-five Dollars (\$975.00) for services related to review and development of the practical examination and the sum of One Thousand Forty-Five Dollars (\$1,045.00) for services related to the review and development of the written examination. The total amount payable to Stanard is Two Thousand Twenty Dollars (\$2020.00). The City shall also pay to Stanard the sum of Forty-Five Dollars (\$45.00) for each new written questions developed by Stanard. One Thousand Ten Dollars shall be due and payable within fifteen days of contract execution with the remainder being payable within thirty (30)

days from the date of the final invoice from Stanard. Stanard may invoice the City upon final completion of the work.

4. All other terms and conditions of the original Agreement remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

Attest:



STANARD AND ASSOCIATES, INC.

By: 

Its: President

CITY OF HUNTSVILLE

a municipal corporation
in the State of Alabama

Attest:

Charles E. Hagood
Its: Clerk-Treasurer

By: _____
Tommy Battle
Its: Mayor